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CITY CLERK

SHANNON D. HOPPE
EXECUTIVE OFFICER

City of Los Angeles CALIFORNIA



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MAYOR

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CITY CLERK

NEIGHBORHOOD AND BUSINESS
IMPROVEMENT DISTRICT DIVISION
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MIRANDA PASTER
DIVISION MANAGER

clerk.lacity.org

July 25, 2018

Ellen Endo, Co-Chair
Little Tokyo Business Improvement District
250 E. First Street, Suite 201
Los Angeles, California 90012

Reference: CF 14-0385

Dear Ms Endo:

The Office of the City Clerk in compliance with the Los Angeles City Council action of July 19, 2018, has prepared the Agreement for the administration of the Little Tokyo Business Improvement District (BID). Enclosed please find two (2) originals of the Agreement between Li'l Tokyo Businessmen's Association and the City of Los Angeles.

In order to fully execute this Agreement, please read the entire contract and all accompanying documents, then have the two (2) authorized officers of the corporation sign and date on page 15 of both original contracts.

Ensure that your coverage is current, in conformance with the City of Los Angeles Required Insurance and Minimum Limits form (EXHIBIT 1 of the Standard Provisions) indicating the required coverage, and uploaded by your insurance broker on the City's online portal (<https://kwikcomply.org/>). Be advised that the City of Los Angeles and its Officers and Employees must be named as additional insured and the City of Los Angeles and all of its Agencies, Boards, and Departments listed as the certificate holder.

Two copies of the following required contractual documents must be completed and signed by the authorized signatory, and submitted with each of the two original contracts, as listed:

1. Compliance with Child Support Obligations (EXHIBIT 2)
2. American with Disabilities Act Compliance (EXHIBIT 4)
3. Contractor Responsibility Questionnaire & Pledge of Compliance (EXHIBIT 5)
4. W-9 Taxpayer Identification (EXHIBIT 8)
5. Proof of current insurance coverage

All City of Los Angeles contractors, including agencies that administer BIDs, are now required to complete electronic city Ordinance compliance documents found online on the Los Angeles Business Assistance Virtual Network (BAVN) website:

http://www.labavn.org/misc/docs/BAVN_Registration.pdf

In order to do this, go to the web address above and type in your ID number (93492). Your Equal Benefits and First Source Hiring form is still current, but you must complete the Affirmative Action Program form.

BID administration contracts are typically sole-sourced per City Charter sections 371(e)(2) and 371(e)(10) and are not advertised on BAVN. However, the contract documents must still be completed on BAVN and hard copies returned with the signed contract.

The following documents are on file. If there are any changes, please submit one (1) copy:

1. Proof of non-profit status (IRS or State tax exemption letter)
2. Articles of Incorporation
3. Bylaws of the Corporation
4. Business Tax Registration Certificate (BTRC) or Exemption letter from the Los Angeles City Office of Finance

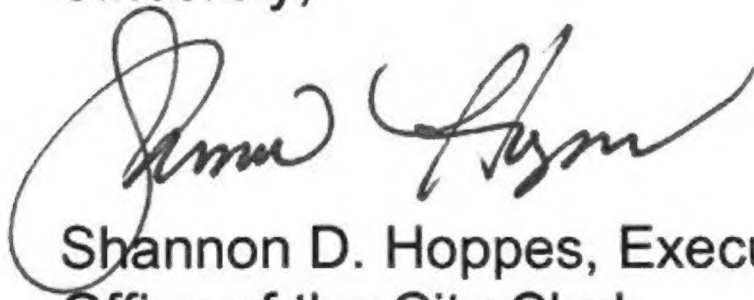
Keep all documents in their original order and return two (2) signed contracts, two (2) signed copies of the required contractual forms, and one (1) copy of any updated corporate documents to:

Rita Moreno, BID Analyst
Office of the City Clerk, NBID Division
City of Los Angeles
200 North Spring Street, Room 395
Los Angeles, CA. 90012

Upon City signature and attestation, one original contract will be sent to the BID address provided and the other original will be retained by the City.

Please contact BID Analyst Rita Moreno of my staff at (213) 978-1122 if there are any questions. We look forward to working with you and your organization. Thank you for your prompt attention and consideration.

Sincerely,



Shannon D. Hoppes, Executive Officer
Office of the City Clerk

SDH:rm

Enclosures